

## Warren County Board of Supervisors

**Committee: Social Services**

**Date: February 25, 2013**

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**Committee Members Present:**

Supervisors Loeb  
Kenny  
Bentley  
Strainer  
Wood  
Westcott

**Others Present:**

Representing the Department of Social Services:  
Suzanne Wheeler, Commissioner  
Julie Montero, Fiscal Manager  
Diane Coughlin, Case Supervisor Preventive Unit  
Kelly Barker, Principal Social Welfare Examiner  
Mary Wilcox, Senior Social Welfare Examiner  
Rebecca Hill, Senior Social Welfare Examiner  
Kevin Geraghty, Chairman of the Board  
JoAnn McKinstry, Assistant to the County Administrator  
Amanda Allen, Deputy Clerk of the Board  
Frank Thomas, Budget Officer  
Supervisors Conover  
Mason  
Taylor  
Don Lehman, *The Post Star*  
Nicole Livingston, Second Deputy Clerk

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Mr. Loeb called the meeting of the Social Services Committee to order at 9:30 a.m.

Motion was made by Mrs. Wood, seconded by Mr. Strainer and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Suzanne Wheeler, Commissioner of the Department of Social Services (DSS), who distributed copies of her Agenda to the Committee members; a copy of the Agenda is also on file with the minutes.

Commencing the Agenda review with Announcements, Commissioner Wheeler informed that the Team Player selected for the month of January was Jane Aldous, Social Welfare Examiner in the Medicaid Chronic Care Division, who was unable to attend the meeting today. She further reported that the Team Leader for the month was Diane Coughlin, Case Supervisor in the Preventive Unit, who was present and she congratulated Ms. Coughlin. She noted that the Agenda included praising comments from Ms. Aldous' and Ms. Coughlin's coworkers. The Committee members responded with a round of applause.

The next item on the Agenda, Commissioner Wheeler said, was the DSS Program Information and Education, and she stated that this month's presentation would be provided by Kelly Barker, Principal Social Welfare Examiner for Temporary Assistance/Welfare to Work/Food Stamps/HEAP (Home Energy Assistance Program), who brought with her Mary Wilcox and Rebecca Hill, both Senior Social Welfare Examiners, to discuss the HEAP and Homeless Programs, respectively.

Ms. Wilcox distributed a handout to the Committee members, a copy of which is on file with the minutes. She reviewed the handout in detail which included a HEAP overview, 2012-2013 Program dates and the Social Services District responsibilities. She provided the following figures as of February 13, 2013: 5,599 applications for HEAP had been processed, with an additional 922 applications from the Office for the Aging; she pointed out the SNAP (Supplemental Nutrition Assistance Program) and TA (Temporary Assistance) Units processed their own HEAP applications.

Ms. Hill provided handouts relative to the Homeless Program that she outlined in detail with the Committee, copies of which are on file with the minutes. She advised that an Emergency Team to focus on the homeless had been established in January of 2012 consisting of three Social Welfare Examiners, one Senior Social Welfare Examiner and one Principal Social Welfare Examiner. Since the beginning of the year, she continued, fifty-two consumers had approached Social Services due to homelessness for various reasons and the Department was able to house eight of them. She noted one hundred forty-eight consumers had come in for shelter related emergencies since January. Ms. Hill stated the responsibility of the Emergency Team was to ensure that those in need of emergency housing met the eligibility requirements and received appropriate housing.

Brief discussions ensued pertaining to the programs. Mr. Loeb thanked Ms. Wilcox and Ms. Hill for the detailed information they provided.

Returning to the Agenda review, Commissioner Wheeler presented a request to appoint Vincent Crocitto as a member of the Warren County Youth Board, representing the Village of Lake George, effective January 1, 2013 to December 31, 2014.

Motion was made by Mrs. Wood, seconded by Mr. Bentley and carried unanimously to approve the request to appoint a member to the Warren County Youth Board as outlined above, and the necessary resolution was authorized for the March 15, 2013 Board meeting. A copy of the resolution request form is on file with the minutes.

Commissioner Wheeler apprised the next on the Agenda was the Overtime Analysis. She pointed out an increase in overtime usage compared to last year due to various reasons, such as the hiring freeze and staff illnesses.

Referring to the Budget Analysis included in the Agenda, Commissioner Wheeler asserted the report was from January through December 2012, and showed that expenses were lower than their projections.

In the absence of Deanna Park, Director of Countryside Adult Home, Commissioner Wheeler distributed copies of the Countryside Agenda to the Committee members; a copy of the Agenda is also on file with the minutes.

Commissioner Wheeler presented a request for Ms. Park to attend the Empire State Association of Assisted Living Annual Conference in Verona, New York from April 28 through May 1, 2013.

Motion was made by Mr. Bentley, seconded by Mr. Kenny and carried unanimously to authorize Ms. Park to attend the Conference as outlined above. A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.

Commissioner Wheeler mentioned the Overtime Report for Countryside Adult Home was included in the Agenda. She expounded the current census was thirty-nine residents, thirteen men and twenty-six women. She added nine referrals had been received this month, five of which were at nursing home level care; one was seeking a respite stay in April; and three were currently being processed. She noted there had been one admission and three discharges this month.

Mr. Loeb reported that Paul Dusek, County Administrator, was in the process of reviewing the budget and associated costs of Countryside Adult Home with Ms. Park and they would be presenting that information next month.

Mr. Loeb provided statistical figures for the Committee to consider as follows:

- total tax levy for Warren County was \$39 million;
- the cost to operate Countryside Adult Home was \$600,000;
- the taxpayers of the City of Glens Falls contributed \$54,000 for the facility;
- based on \$100,000 assessed value per household, the facility cost City residents \$7.16 a year; and
- he paid \$8.69 for the pastry he brought for the Committee meeting today.

A brief discussion ensued with regard to the figures Mr. Loeb provided.

There being no further business to come before the Social Services Committee, on motion made by Mr. Strainer and seconded by Mr. Bentley, Mr. Loeb adjourned the meeting at 10:04 a.m.

Respectfully submitted,

Nicole Livingston, Second Deputy Clerk